

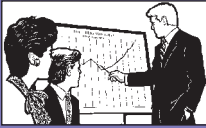





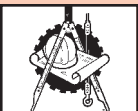





# The Developers Tool Kit Overview

STAGES	GETTING STARTED ON HOUSING DEVELOPMENT 	DEFINING YOUR HOUSING DEVELOPMENT PROJECT 	DETERMINING THE FEASIBILITY OF YOUR PROJECT 	PLANNING AND NEGOTIATING COMMITMENTS 	MANAGING CONSTRUCTION & PREPARING FOR OCCUPANCY 	MANAGING YOUR PROJECT AFTER CONSTRUCTION 
<b>FUNCTIONS</b>						
<b>PROJECT MANAGEMENT</b> 	<ul style="list-style-type: none"><li>✓ Deciding to Become a Developer</li><li>✓ Determining Development Goals</li><li>✓ Assessing Organizational Capacity</li><li>✓ Assembling Development Team</li><li>✓ Investigating Options for Pre-Development Resources</li></ul>	<ul style="list-style-type: none"><li>✓ Assigning Project Responsibilities and Establishing Timelines</li><li>✓ Building Community Support</li></ul>	<ul style="list-style-type: none"><li>✓ Understanding the Feasibility Process</li><li>✓ Obtaining Board Commitment of Resources</li><li>✓ Coordinating Activities</li></ul>	<ul style="list-style-type: none"><li>✓ Coordinating the Team and Managing Risks</li></ul>	<ul style="list-style-type: none"><li>✓ Monitoring and Managing Critical Relationships</li><li>✓ Coordinating the Construction Team Activities</li><li>✓ Promoting Your Efforts</li></ul>	<ul style="list-style-type: none"><li>✓ Identifying Roles and Responsibilities</li><li>✓ Implementing an Effective Asset Management Program</li></ul>
<b>NEEDS ASSESSMENT &amp; MARKET ANALYSIS</b> 		<ul style="list-style-type: none"><li>✓ Collecting Information for the Housing Needs Assessment</li><li>✓ Organizing the Data</li><li>✓ Analyzing Information for the Housing Needs Assessment</li></ul>	<ul style="list-style-type: none"><li>✓ Determining Historic Trends</li><li>✓ Profiling Current Housing Conditions</li><li>✓ Estimating Housing Demand and Supply</li><li>✓ Developing Site-Specific Market Analysis</li><li>✓ Designing Marketing Strategy</li></ul>			
<b>SITE SELECTION AND CONTROL</b> 		<ul style="list-style-type: none"><li>✓ Identifying Potential Sites</li><li>✓ Evaluating Proposed Sites</li><li>✓ Managing the Planning and Zoning Processes</li><li>✓ Contacting Local Officials</li></ul>	<ul style="list-style-type: none"><li>✓ Addressing Regulatory Issues</li><li>✓ Obtaining Appraisal</li><li>✓ Selecting the Site and Negotiating Acquisition</li></ul>	<ul style="list-style-type: none"><li>✓ Signing the Agreement of Sale</li><li>✓ Purchasing the Property</li></ul>		
<b>FINANCE</b> 		<ul style="list-style-type: none"><li>✓ Identifying and Estimating Development Costs</li><li>✓ Evaluating Types and Sources of Financing</li></ul>	<ul style="list-style-type: none"><li>✓ Developing the Operating Budget</li><li>✓ Preparing the Development Budget</li><li>✓ Enhancing Financial Feasibility of the Project</li></ul>	<ul style="list-style-type: none"><li>✓ Applying for Financing</li><li>✓ Preparing the Financing Proposal</li><li>✓ Meeting with Lenders</li><li>✓ Obtaining Commitments</li></ul>	<ul style="list-style-type: none"><li>✓ Closing the Construction Loan</li><li>✓ Managing the Disbursement of Construction Funds</li></ul>	<ul style="list-style-type: none"><li>✓ Managing the Transition to Permanent Financing</li></ul>
<b>DESIGN, PLANNING AND CONSTRUCTION</b> 		<ul style="list-style-type: none"><li>✓ Selecting the Consultants</li><li>✓ Developing Your Project Conception</li><li>✓ Preparing the Schematic Design</li><li>✓ Reviewing Preliminary Designs with Local Planning and Development Agencies</li></ul>	<ul style="list-style-type: none"><li>✓ Managing Design Development</li><li>✓ Approving the Design</li><li>✓ Completing Design Details</li></ul>	<ul style="list-style-type: none"><li>✓ Confirming the Roles of Team Members</li><li>✓ Balancing Construction/Maintenance and Operation Costs</li><li>✓ Selecting the Contractor</li><li>✓ Managing the Competitive Bid Process</li><li>✓ Negotiating a Contract with a Gross Maximum Price</li><li>✓ Managing the Design-Build Process</li><li>✓ Obtaining Final Approvals</li></ul>	<ul style="list-style-type: none"><li>✓ Understanding the Construction Manager's Role</li><li>✓ Negotiating and Executing the Construction Contract.</li><li>✓ Understanding Construction Contract Elements</li><li>✓ Managing Progress Inspections and Draws</li><li>✓ Handling Change Orders</li><li>✓ Managing Project Completion and Initial Occupancy</li></ul>	
<b>PROPERTY MANAGEMENT AND DISPOSITION</b> 			<ul style="list-style-type: none"><li>✓ Determining Who Will Own the Property During and After Construction</li><li>✓ Determining Who Will Manage or Dispose of the Property</li><li>✓ Writing Property Management or Sales Plan</li><li>✓ Developing the Management Budget</li></ul>	<ul style="list-style-type: none"><li>✓ Negotiating the Property Management Contract</li><li>✓ Managing Commitments for Subsidy, Lease, or Occupancy</li><li>✓ Writing a Detailed Rent-Up or Detailed Unit Sales Plan</li></ul>	<ul style="list-style-type: none"><li>✓ Continuing the Marketing Program</li></ul>	<ul style="list-style-type: none"><li>✓ Monitoring Basic Performance</li><li>✓ Implementing Professional Management Practices</li><li>✓ Assuring Quality Maintenance and Management</li></ul>